

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **October 17, 2013 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, DON CARMICHAEL, VICKY VAN VONDEREN and TERRY WATERMOLEN
BOB NIELSEN joined the meeting at 6:10 p.m.

EXCUSED: CARLA BUBOLTZ, TIM NIXON and CHRISTOPHER WAGNER

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler (staff)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:15 p.m. There was not a quorum of the board present.

CONSENT ITEMS

a. Approve/modify agenda <No action - Approval deferred>

b. Approval of minutes <No action - Approval deferred>

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

No communications were received.

No one was present to address the Board.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

No report. The next scheduled meeting is Monday, October 21, 2013.

STRATEGIC PLANNING DISCUSSION

The final version of the strategic plan was distributed. The Playbook was an idea born from the Kevin King all-staff workshop. It condenses the mission, priorities and strategic goals. Results from the Summer Reading Program survey were compiled into a report and support what research indicates about the importance of reading. D. Carmichael reported that WBAY – TV2 will sponsor the “1,000 Books Before Kindergarten” project. L. Stainbrook is working on a PowerPoint to explain the strategic plan process. She is scheduled to present to the Board of the Friends of the Brown County Library. She will modify it for public presentation and also create a screencast to share with staff. An Action Plan form was given to staff to act as a worksheet to help shape the steps to achieve the goals. The Management Goals state that the mission supports the four priorities. L. Stainbrook reported that there is concern among staff about what should get done first since they have other additional concerns – one being security at the library once the colder season starts and how much more will be expected from staff in handling situations. This may affect the progress of the plan. An attempt will be made to push for the security coordinator at Ed & Rec. Since the strategic plan is a living document, it could happen that certain goals may fall off if other issues arise. It was recommended that an annual review take place to stay connected with the plan.

LIBRARY BUSINESS

a. Information Services Report

L. Denault and F. Beaumier worked with a consultant to upgrade the MK RFID system at the Southwest Branch. There haven't been any issues to date. The PC reservation system, ALPS, was installed at East and Pulaski. The rest of the locations will be finished the week after next and will meet the December deadline. The MFP (Multi-Function Printer) installed at the Central circulation desk, will allow online library card applications to be handled in a more immediate fashion at the desk. T. Watermolen asked about the status of the UWGB PCs purchased in 2012. The plan was to replace half of all computers every year and now it has lapsed. I.S. has to install them. They are also tied to the ALPS installation. T. Watermolen questioned if they going to be obsolete by the time they get installed. There are also several 'Out of Order' PCs in the branches which should be replaced as soon as possible. It is important to know that they will be installed in a reasonable amount of time. To expedite the process, the library's I.T. Librarian could be given administrative access to accomplish this and other tasks or an outside IT company could be hired. The money to pay for an outside firm would have to be taken from B.C.T.S. (Brown County Technology Services – formerly Information Services). Even timely, automated updates would be beneficial. T. Watermolen feels the library is not getting what it pays for in terms of B.C.T.S. services and suggested that they need to either work harder or allow the library to take a fair share of what is paid to B.C.T.S. and spend it on a company or on library's own qualified staff. It needs to be changed and the Board is willing to work with the county to make changes and agree on a new arrangement. A goal to improve this process needs to be set.

b. Financial Manager's report, bills and donations

Financial reports for September, 2013 were presented. <No action - Approval deferred>

L. Denault reported that there were no bills out of the ordinary.

Bob Nielsen joined the meeting at 6:10 p.m. creating a quorum of the Board.

With a quorum of the Library Board present, action was taken on the following items:

CONSENT ITEMS

a. **Approve/modify agenda** There were no changes to the agenda. **Motion** by T. Watermolen, seconded by V. Van Vonderen, to approve the agenda. **Motion carried.**

b. **Approval of minutes** **Motion** by T. Watermolen, seconded by B. Nielsen, to approve the September 19 minutes. **Motion carried.**

LIBRARY BUSINESS

b. **Financial Manager's report, bills and donations** Financial reports for September, 2013 were presented. **Motion** by T. Watermolen, seconded by D. Carmichael, to approve the September, 2013 financial statements and Gifts, Grants and Donations as follows:

Brown County Library Gifts, Grants & Donations Report September 2013

Gifts & Donations

09/01/13	Central Donation Box (various donors)	113.35	Children's Garden
09/12/13	Cellcom	15,000.00	Children's Garden
09/19/13	Friends of the Brown County Library	22.00	Ashwaubenon Supplies
09/26/13	Renee Tate	55.94	Weyers-Hilliard Materials
09/26/13	The Celebrate Committee Inc.	250.00	Kress Children's Materials
09/01/13	Ashwaubenon	14.61	Donation Box
09/01/13	Bookmobile	10.65	Donation Box
09/01/13	East	43.39	Donation Box
09/01/13	Weyers/Hilliard	7.58	Donation Box
09/01/13	Central Circulation	-	Donation Box
09/01/13	Kress	15.76	Donation Box
09/01/13	Pulaski	6.75	Donation Box
09/01/13	Southwest	11.55	Donation Box
09/01/13	Wrightstown	-	Donation Box
	Total Donations	\$ 15,551.58	

Federal & State Grants

09/05/13	Northeast Telephone Company	\$ 595.20	E-Rate
09/05/13	CenturyTel	528.00	E-Rate
09/05/13	Nicolet Federated Library System	25,000.00	Technology Grant
09/30/13	Nicolet Federated Library System	3,543.82	Collection Development
	Total Grants	\$ 29,667.02	

Motion carried.

c. 2014 Budget

L. Stainbrook reported that Ed & Rec will meet to review the library's budget requests next Tuesday, October 22. K. Pletcher, L. Denault and L. Hoffman will also attend. The intent is to walk them through PowerPoint that was shown to the Executive Committee. Additional requests included funding for a security coordinator and funds in the amount of \$80,000 for an Automated Materials Handler (the check-in and sorter) for the Weyers-Hilliard branch. Funds to move the cooling tower from the old mental health to Central were removed from the request because the cooling tower is being funded from the bond. The security coordinator wasn't in the County Executive's budget but the AMH is included in capital projects. The County Executive's budget included \$50,000 earmarked for the Community Partnership for Children. The library does a lot of work with this organization. A request for a full-time CL librarian will be included in the library's request. T. Watermolen asked about a recommendation on Bookmobile services. A meeting is planned and data is being collected. L. Stainbrook expects to have the information ready by the December meeting.

Motion by V. Van Vonderen, seconded by D. Carmichael, to approve the supplemental budget requests for a security coordinator and a full-time children's librarian who would provide services including implementing the WBAY sponsored "1000 Books Before Kindergarten" program at all library locations. Motion carried.

- d. **Approve Budget Adjustment Notice - transfer budget dollars from supplies to capital outlay for Cellcom Children's Vegetable Garden Project Fence** Motion by T. Watermolen, seconded by V. Van Vonderen to approve the budget transfer of \$17,950 from supplies to capital outlay to cover the expense of the fence for the Cellcom Children's Vegetable Garden. Motion carried.

- e. **Approve Budget Adjustment Notice – transfer budget dollars for Ashwaubenon parking lot project** Motion by T. Watermolen, second by V. Van Vonderen, to approve the reallocation of funds totaling \$31,500 for the replacement of the Ashwaubenon parking lot. Motion carried.

- f. **Approve Ashwaubenon Parking Lot Bid**

Motion by D. Carmichael, seconded by V. Van Vonderen, to approve the low, base bid from Rass Excavating and Asphalt in the amount of \$19,935 + base per cubic yard. Motion carried.

- g. **Facilities Report**

1. Progress Report on Cellcom Children's Vegetable Garden

L. Stainbrook and S. Lagerman applied for a grant from the Greater Green Bay Community Foundation for funding of the Children's Garden's walkway. Meetings are also set with Brighid Riordan (Cellcom) and Sherri Prosser at Cornerstone Foundation. Approximately an additional \$30,000 is needed to complete the new design. The total project cost is about \$79,200. Bob Nielsen reached out to a contact for landscaping services but hasn't heard back.

2. Update on Various Projects

The bubble light fixture above the check out stations at Central will be installed next week. The rest of the lighting soffit over the Circulation area was removed. The area looks much brighter and open. Modification on the first elevator should be finished next week and will be inspected on 10/29. Four new ranges of fiction shelving donated by Manitowoc PL were installed at the Central Library. About 150 19w lights are on order for Weyers-Hilliard. They will offer less maintenance, better color and increased energy savings.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update

No update.

b. Approve 2014 Resource Library Agreement

Motion by T. Watermolen, seconded by V. Van Vonderen to approve the 2014 Resource Library Agreement as presented. Motion carried.

OLD BUSINESS

a. **Adjacent County Billing** The 2011 invoice to Outagamie County has been sent to collection. Via a memo sent to L. Stainbrook and M. Merrifield (NFLS Director), Rick Krumwiede suggested two methods for billing.

1. "Service to All Residents where BCL and Outagamie County libraries would calculate the net cost of serving all residents of the other county using the statutory cost formula." This seems to ignore taxpayer equity and only focuses on reciprocity.

2. "Service to Residents Outside of Library Communities where BCL and Outagamie libraries would calculate the net cost of serving residents of the other county who don't live in a jurisdiction where a public library or branch library is located."

The Board recommends not to take action until bill is paid. Motion by D. Carmichael, seconded by V. Van Vonderen to decline to take action on memo until the delinquent 2011 bill is paid Motion carried.

b. **AB288 status** This bill is on the legislative schedule for next Tuesday. The Wisconsin Library Association has a working committee charged with proposing recommendations on the state of adjacent county billings by December. L. Stainbrook serves on this committee.

PERSONNEL

a. Approve Revised Personnel Administration Policy

The revision includes a philosophy statement which was reviewed and positively received by the Work Rules Committee. The Board liked the ideals but had concerns with the implementation details - the how. K. Pletcher would like to have a few board members work with L. Stainbrook, L. Hoffman and L. Denault to write up the details concerning compensation and what the structure would look like. Developing a pay structure takes time, thought and effort to build trust and plan for the future. It is important to have an outline for a plan and work towards a goal. The Board agreed that the philosophy needs a vision and values that are observable and able to be documented. This statement will be revised and presented at the November meeting. The Board had various concerns about

the language including 'merit-based' pay and the use of 'diverse'. Per the Board's request, L. Stainbrook reviewed the WI State Health care program. This information was placed on file.

PRESIDENT'S REPORT

No report.

DIRECTOR'S REPORT

L. Stainbrook asked for feedback on her Director's report. Reporting successes and challenges are helpful to the Board and the format of the Library Report is satisfactory.

CLOSED SESSION (p.m.) There was no need for a closed session.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

MEETING SUMMARY/NEXT MEETING PLANNING

Discuss potential of December meeting.

ADJOURNMENT

Motion by T. Watermolen, seconded by B. Nielsen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:25 p.m.

NEXT REGULAR MEETING

November 21, 2013

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary